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6 September 1957

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MEMORANDUM FOR THE RECORD

SUBJECT: Thoughts on the Composition of the proposed NIS Annuals

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1. After reading staff studies prepared by [REDACTED] assisted by [REDACTED], I feel that the general composition is becoming more clear. It is apparent that the so-called NIS Annual should rest solidly upon the careful research and preparation reflected in Chapters I and, conversely, should not be a thing apart from Chapters I; i.e., duplicating what is already appearing in Chapter I itself.

2. The mechanics of tying these two publications together more closely might be made more effective if a pocket in the back cover of Chapters I could be provided for the related NIS Annuals. In this manner we could economize on the format of the Annual (that is, they would not need special covers or expensive format); they could be made smaller in size; and more importantly, would be physically attached to the parent Chapter I.

3. A further thought is to incorporate on the first page of each proposed NIS Annual the area brief now contained in the summary map of each Chapter I, which data would be brought up to the date of the Annual's release. The area brief data should provide the user with a capsule form of statistical summary most convenient for this type of user. Furthermore, the use of this statistical summary should minimize need for any repetitious data throughout the text of the NIS Annual.

4. A final thought is to provide as a counterpart to Section 11 of Chapter I a summary of the over-all significant changes or new evaluations on the area that have occurred since the issuance of the Chapter I itself. This summary of significant basic issues would in effect keynote the following more detailed section by section delineations. The advantage of this procedure, it seems to me, would be to provide to the user on a two-page spread both the statistical summary of the latest information and highlights of the significant changes occurring since the issuance of the Chapter I.

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5. I believe that the development of such an Annual could be done with the minimum amount of additional personnel attached to the Regional Division, under the general supervision of the Chapter I Task Group, and harmonize the work of the Task Group and that of those engaged in issuing NIS Annuals. As I conceive the intent of Mr. Amory, we in OBI would phase into the OCI Handbook insofar as we have produced Chapters I. Specifically, in the first go-around we would be responsible for issuing Annuals on the 24 Chapters I ~~concurrently~~ in circulation. Each year we would take into account the additional Chapters I published so that in our second year of operations we would have essentially 32 Chapters I on which Annuals would be issued. We could thus start with a relatively small augmentation of our staff and perhaps add to it when sufficient Chapters I warrant the additional workload.

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cc Ch/D/R

*Lead OCI Handbook*

